

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND
HEADQUARTERS OPERATING
INSTRUCTION 32-1004**

30 September 1998

Civil Engineering

HQ AFRC CONFERENCE ROOMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFRC/CVEA
(SMSgt Edgar E. Turner)
Supersedes HOI 32-1004, 20 June 1997

Certified by: HQ AFRC/CVE
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Pages: 3
Distribution: F

This instruction implements AFPD 32-10, *Installations and Facilities*, and prescribes procedures for scheduling and using command conference rooms and assigns responsibilities for their care and maintenance.

SUMMARY OF REVISIONS

This revision updates the conference room listing. A (|) indicates revisions from previous edition.

1. Use. Conference room facilities are available to all staff personnel. Only unclassified briefings will be conducted in this facility. **Attachment 1** lists seating capacities, locations, restrictions, POCs, and phone extensions.

2. Scheduling. Regularly scheduled staff meetings have priority. Schedule all other meetings on a first-come, first-serve basis, except for emergencies. Higher priority commitments, as identified by the Command Section, may require users to reschedule the Command or Executive Conference Room. To schedule a conference room provide the following information:

- 2.1. Project officer's name, grade, office symbol, and telephone.
- 2.2. Date, time, and duration of meeting.
- 2.3. Subject of conference or meeting.

3. Responsibilities of Users:

- 3.1. Schedule conference room through appropriate office of responsibility.
- 3.2. Provide supplies such as pencils, pads, flip charts, etc.

- 3.3. Ensure required equipment is available.
- 3.4. Provide trained equipment operators.
- 3.5. Request graphic support from Visual Information Graphics Branch (SCSVG) when needed.
- 3.6. Notify conference room point of contact of all schedule changes and/or cancellations.
- 3.7. Vacate the room on or before the scheduled stop time.
- 3.8. Secure windows and doors after use.
- 3.9. Complete the following:
 - 3.9.1. Place chairs and tables back in proper positions.
 - 3.9.2. Remove paper, pens, pencils, and other articles brought into the conference room.
 - 3.9.3. Clean off all magic boards.
 - 3.9.4. Turn off all lights and equipment.
 - 3.9.5. Clean up trash, as needed.

4. Responsibilities of Command Section for Command Conference Room and Executive Conference Room. Responsibilities include, but are not limited to:

- 4.1. Command Administration:
 - 4.1.1. Schedules rooms.
 - 4.1.2. Schedules dry runs.
 - 4.1.3. Assists OPRs in moving meetings that are bumped.
- 4.2. Command Protocol:
 - 4.2.1. Arranges seating and place cards, if needed.
 - 4.2.2. Oversees the upkeep and maintenance for conference rooms.

5. Responsibility of SCSVG. Responsibilities include, but are not limited to:

- 5.1. Providing graphic support, as required, to AFRC staff.
- 5.2. Maintaining, accounting for, and overseeing the upkeep of all audiovisual equipment in the Command and Executive Conference Rooms.
- 5.3. Training equipment users, as required.

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Commander

Attachment 1

HQ AFRC CONFERENCE ROOM LISTING

Table A1.1. HQ AFRC Conference Room Listing.

CONF ROOM	SEATING CAPACITY	POC/EXT	LOCATION	EQUIPMENT	LIMITS	STAFF MEETINGS
*Command	65	CVEA 71010	2nd Floor Center	Panaboard, VCR, Overhead, Screen, None 35MM Slides, Video Show, Micro- phone, Telephone, TNET, Computer for Powerpoint, ELMO		Tues/CV Staff Mtg 0800-1000 Wed/RE TNET 0900-1100
*Executive	15	CVEA 71010	2nd Floor, Room 229	Panaboard, Telephone, TNET. Com- puter for Powerpoint, ELMO, VCR	None	Wed/RE TNET 0900-1100
Bldg 220 Rooms	Call for Capacity	CEV 71071	Various Locations	Miscellaneous	Call	Call
XP	35	XP 71913	2 nd Floor East Wing	Panaboard, TNET, Computer for Pow- erpoint, Television, VCR, Overhead Screen	None	Mon (A-76) 1330-1430
DP	25	DP 71208	3rd Floor West Wing	Panaboard, TV/VCR, Overhead, Telephone, TNET	None	Wed 1015-1200
SCS	12	SCS 71524	1st Floor East Wing	Panaboard, TV/VCR	None	
RS	10	RS 70130	64 Green St	Panaboard, Telephone, TV/VCR, Computer for Powerpoint	Not suitable for all day meetings	Mon-Fri 0830-0930
SC	12	SC 71778	1st Floor West Wing	Panaboard, Overhead, Telephone, TV/VCR, TNET Video Projector, LAN	None	Thurs 0900-1000
SG	25	SG 71897	91 Green St	Panaboard, TV/VCR, Overhead, 35MM Slides	None	Wed 1500-1630
622 MSF	15	MPF 61085	Bldg 222, Rm 102	VCR, Overhead, Screen, Telephone, Video Show	No Food or drink	Tues 0900-1000 Wed 1300-1600

RESTRICTION: Food and only drinks in covered containers are allowed in the Command and/or Executive Conference Rooms with CS approval.